

# **Appendix I**

## **Module response instructions**

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## Reconciliation between work and family life module (Active Population Survey, second quarter 2005)

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### A INTRODUCTION

In the second quarter of each year the Active Population Survey includes a range of questions on specific labour market issues. These questions form the 'ad hoc Module', which is implemented in coordination with the Community Labour Force Surveys of other European Union countries, in accordance with Council Regulation 577/98 on the organisation of a labour force sample survey in the Community (Official Journal L 077, 14 March 1998).

At the Council meetings of 18 February 2002 and 22 July 2003, the countries of the European Union laid down a range of requirements aimed at achieving equality between men and women under the 2002 and 2003 Employment Guidelines, the latter including a specific guideline on *Gender equality*.

The Guidelines set out the following key aims of the European Union's gender policy as regards employment:

- To promote gender equality
- To close the present gender pay gap
- To facilitate reconciliation between work and family life for both men and women

The main aspects considered are work interruptions, part-time work, job flexibility and equal sharing of family duties.

Given that family and care responsibilities are the leading cause of non-employment of women aged 25 to 54, the development of care services for children and the elderly is viewed as essential to attaining the intended goals.

In consonance with these needs, the *ad hoc* Module for the second quarter of 2005 addresses the theme *reconciliation between work and family life*.

The main aims of the 2005 Module are to:

1. Ascertain the discrepancy between how people participate in the labour market and how they would wish to do so; determine the situations in which such participation is impossible, and, in those cases, establish whether or not the reasons preventing participation are linked to lack or unavailability of suitable services for care of children and other dependent persons.

More specifically, to:

- Identify care responsibilities to children and other dependent persons.
- Assess the consequences as regards participation in the labour market, while taking account of the distinction between free choice versus imposition.
- Where a situation is imposed, identify any link with lack or inadequacy of services for care of children and other dependent persons.

Holiday periods are treated as a possible cause of an imposed situation.

2. Analyse the degree of flexibility offered at work in terms of reconciliation with family life.
3. Estimate the volume of requested leave time:
  - Maternity/paternity leave for childcare, and main reason for not seeking such leave.
  - Time off in events of force majeure

The aims of the Module do not include:

- Detailed analysis of how children and other dependent persons are cared for.
- Detailed analysis of how domestic chores are shared within the household.

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## B MODULE POPULATION

The Module is aimed at **all** persons aged **16 to 64**.

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## C QUESTIONNAIRE RESPONSE INSTRUCTIONS

Appendix I includes the print version of the questionnaire. This section provides instructions on how to complete the questionnaire.

Appendix II provides a range of examples to clarify the meaning of some of the questions. For any queries, please approach the unit implementing the Module should be approached.

All persons aged 16 to 64 are to **respond to the questionnaire**.

Besides this general filter, additional specific filters appear alongside each question.

**M1** is aimed at working persons with at least one child, whether their own, their spouse's or both of theirs, living in the household and aged up to 14.

**Otherwise**, go to the box before question M2.

I am now going to ask you about yours or your spouse's children aged up to 14 and living in the household.

**1. During your working day, what is the main type of childcare service you use for your own or your spouse's/partner's children?**

*(Data must refer to a normal week, omitting school holidays, children's sickness and other special circumstances. Exclude compulsory school education.)*

- |  |   |                          |
|--|---|--------------------------|
| - Special childcare services (including childminders, preschool, etc.) | 1 | <input type="checkbox"/> |
| - Spouse/partner who is living in the household                        | 2 | <input type="checkbox"/> |
| - Relatives/neighbours/friends (unpaid)                                | 3 | <input type="checkbox"/> |
| - No childcare used  | 4 | <input type="checkbox"/> |
| - Doesn't know   | 9 | <input type="checkbox"/> |

This question is aimed at working persons aged 16 to 64 with at least one child, whether their own, their spouse's or both of theirs, living in the household and aged up to 14.

It aims to measure the main type of childcare service for children up to 14 used by the respondent while at work, and thus enabling him/her to go to work. The question is not concerned with whether or not the child is adequately cared for.

The reference period is a normal week, excluding:

- Holidays (children's, parents', childminders', etc.)
- Other exceptional circumstances (child's sickness or other problems)

If the respondent is unable to give a response for a normal week because, **for instance**, the type of childcare varies from week to week, the response should be given for the reference week, provided it is undistorted (by school holidays, children's sickness or other such special circumstances), and, otherwise, for the undistorted week closest to the reference week.

The question refers to all children aged up to 14 living in the same household as the respondent, independently from their being his/her biological or adopted offspring or his/her own or his/her spouse's.

If the respondent uses more than one service type for the child or different service types for different children, select code 1 to 3 according to the response for the service used for the greatest number of hours for care of one or more children. If the respondent is unable to select a code, mark the code first appearing on the list.

Mark code 1 if the school receives preschool education or goes to a crèche, kindergarten or after school centre. Both public and private specialist childcare service are covered by code 1.

Mark code 3 if the child is cared for by relatives or friends, provided such care is unpaid, and regardless of whether or not they live in the same household as the child. The code covers children aged over 14 caring for their younger siblings.

Mark code 4 if:

- Children aged up to 14 look after themselves or look after each other.
- The respondent works at home or cares for the child at his/her workplace.
- No childcare service is used; **for example**, if the child's school hours coincide with the respondent's working time.

Mark code 9 if the respondent is unable to respond through:

- Temporary absence from work: **for example**, on maternity/paternity leave.
- Not working regularly, despite having worked in the reference week.

Now we shall discuss the care you provide to children and ill, disabled and elderly persons.

Question **M2** applies to persons with children aged up to 14 – whether their own or their spouse/partner's – who live in the household.

**Otherwise**, move on to **M3**.

**2. Excluding yours or your spouse/partner's children living in the household, do you regularly care for other children aged up to 14?**

- Yes                    1
- No                      6

Go to question M4.

This question is aimed at persons aged 16 to 64 with at least one child, whether their own, their spouse's or both of theirs, living in the household and aged up to 14.

The question aims to identify the responsibilities taken on by the respondent as regards children not their own and/or not their spouse's, on the basis that any responsibility of this kind may be an obstacle to the respondent's participation in the labour market.

The question refers to:

- The respondent's and/or his/her spouse/partner's children aged up to 14 who do not live in the household.
- Children who are neither the respondent's nor his/her spouse/partner's, and whether or not they live in the household.

If a dependent is disabled or ill but is aged up to 14, he/she is treated as a child and thus included by this question.

The reference period is the present situation, and the term 'regularly' means a fixed pattern of behaviour – every day, every week, etc.

Childcare includes the following activities:

- Personal care (hygiene, help getting dressed, help with feeding, etc.)
- Help with school homework
- Games
- Reading
- Surveillance
- Walks



- Surveillance
- Walks

The following is not regarded as childcare:

- Financial support
- Voluntary work of any kind (NGOs, charities, etc.)

Mark code 6 if childcare is given as part of the respondent's occupation.

**4. Do you regularly take care of friends/relatives aged 15 and above and in need of care?**

- |       |   |                          |
|-------|---|--------------------------|
| - Yes | 1 | <input type="checkbox"/> |
| - No  | 6 | <input type="checkbox"/> |

The question is aimed at persons aged 16 to 64.

The question aims to identify the care responsibilities taken on by the respondent as regards adult (aged 15 and above) friends and relatives who are dependent (in need of care), on the basis that any responsibility of this kind may be an obstacle to the respondent's participation in the labour market.

The question covers help regularly provided to friends/relatives aged 15 and above who are ill, disabled or elderly.

Dependents include adults in need of care, whether they live in the household or elsewhere. The question does not consider children under 15 or adults who are not ill, disabled or elderly.

The reference period is the present situation, and the term 'regularly' means a fixed pattern of behaviour – every day, every week, etc.

Childcare includes the following activities:

- Personal care (hygiene, help getting dressed, help with feeding, etc.)
- Physical help (**for example**, with moving or walking)
- Help with managing financial affairs
- Help with housework (house cleaning, laundry, etc.)
- Keeping company, visiting, providing conversation

The following is not regarded as care for dependent adults:

- Financial support
- Voluntary work of any kind (NGOs, charities, etc.)

Mark code 1 if the respondent receives a subsidy for looking after a disabled relative.

Mark code 6 if care for adults is given as part of the respondent's occupation.

Questions **M5 to M9** apply to persons aged 16 to 64 meeting either of the following conditions:

- Having at least one own/spouse's child aged up to 14 living in the household
- Answered 'yes' to M2, M3 or M4

**Otherwise**, move on to the box above **M14**.

Working persons should answer question **M5**.

**Otherwise**, move on to **M6**.

**5. Do you wish to change the organisation of your working life and your care responsibilities?**

- |   |   |                          |                           |
|---|---|--------------------------|---------------------------|
| - No  | 3 | <input type="checkbox"/> | Go to the box<br>above M7 |
| - I wish to work more, and as a consequence to reduce caring time | 1 | <input type="checkbox"/> |                           |
| - I wish to work less to have more time for caring                | 2 | <input type="checkbox"/> |                           |
| - Doesn't know  | 9 | <input type="checkbox"/> |                           |

The question is aimed at all working persons aged 15 to 64 meeting at least one of the following conditions:

- Having at least one own/spouse's child aged up to 14 living in the household
- Answered 'yes' to M2, M3 or M4

The question aims to elicit carers' wishes – irrespective of their specific constraints – regarding work and care for others, and, more specifically, whether they wish to achieve a balance between the two.

Care is defined as childcare (for children aged up to 14) and care for friends/relatives who are dependent adults (15 years and above and ill, disabled or elderly).

Mark code 3 if the respondent:

- Wishes to work more and have more time for caring
- Wishes to work less and reduce caring time

Mark code 2 if the respondent wishes not to work to have more time for caring.

**6. Do you wish to change the organisation of your working life and your care responsibilities?**

- |  |   |                          |
|--|---|--------------------------|
| - No                                     | 6 | <input type="checkbox"/> |
| - I wish to work, and reduce caring time | 1 | <input type="checkbox"/> |
| - Doesn't know                           | 9 | <input type="checkbox"/> |

The question is aimed at all non-working persons aged 16 to 64 meeting at least one of the following conditions:

- Having at least one own/spouse's child aged up to 14 living in the household
- Answered 'yes' to M2, M3 or M4

The question aims to elicit carers' wishes – irrespective of their specific constraints – regarding work and care for others, and, more specifically, whether they wish to achieve a balance between the two. **For example**, a person who cannot work through not having access to childcare services during working time.

Care is defined as childcare (for children aged up to 14) and care for friends/relatives who are dependent adults (15 years and above and ill, disabled or elderly).

Mark code 6 if the respondent wishes not to work to have more time for caring.

Questions **M7 to M9** apply to persons whose response to M5 or M6 was coded 1 and who meet at least one of the following conditions:

- Having at least one own/spouse's child aged up to 14 living in the household
- Answered 'yes' to M2 or M3

**Otherwise**, move on to the box above **M10**.

**7. Is the main reason for not working (or not working more) linked with lack or unavailability of childcare services?**

- |                |   |                          |                         |
|----------------|---|--------------------------|-------------------------|
| - Yes          | 1 | <input type="checkbox"/> | Go to the box above M10 |
| - No           | 6 | <input type="checkbox"/> |                         |
| - Doesn't know | 9 | <input type="checkbox"/> |                         |

The question is aimed at persons wishing to work, or work more, while reducing caring time, who meet at least one of the following conditions:

- Having at least one own/spouse's child aged up to 14 living in the household
- Answered 'yes' to M2 or M3

All potential childminders, including parents, are considered.

The question aims to elicit the respondent's point of view on the fact of not working or not working more, and ascertain whether the main reason is linked to lack or unavailability of suitable childcare services.

Both public and private specialist childcare services are covered, as follows:

- Crèches
- Day care centres
- Organised family care
- After school centres
- Specialised childminders or staff

Mark code 1 if at least one of the following applies:

- No accessible services in the area
- Services exist in the area, but no places are available
- Childcare places are open, but do not cover all the time needed, **for example**, in the morning only, and not in the afternoon
- Services exist but are too expensive

- The available services are not of sufficient quality

### 8. What is the main reason linked to childcare for not working (more)?

*Interviewer: If respondent gives more than one reason, select the first appearing on the list.*

- |  |   |                          |                           |
|--|---|--------------------------|---------------------------|
| - Lack of childcare services                                 | 1 | <input type="checkbox"/> | Go to de box<br>above M10 |
| - Childcare services are too expensive                       | 2 | <input type="checkbox"/> |                           |
| - Available childcare services are not of sufficient quality | 3 | <input type="checkbox"/> |                           |
| - Doesn't know   | 9 | <input type="checkbox"/> |                           |

The question is aimed at persons wishing to work, or work more, while reducing caring time, but do not do so, through lack or unavailability of childcare services, and meeting at least one of the two following conditions:

- Having at least one own/spouse's child aged up to 14 living in the household
- Answered 'yes' to M2 or M3

The question aims to establish the factors determining lack or unavailability of the services: cost, quality, absence, etc.

Mark code 1 if at least one of the following applies:

- No accessible services in the area
- Services exist in the area, but no places are available
- Childcare places are open, but do not cover all the time needed by the child, **for example**, in the morning only, and not in the afternoon

### 9. When does the lack of childcare services arise?

*Interviewer: If respondent gives more than one time interval, select the first appearing on the list.*

- |   |   |                          |
|---|---|--------------------------|
| - During the day (7 a.m. to 7 p.m.)   | 1 | <input type="checkbox"/> |
| - At special times (before 7 a.m., after 7 p.m., at weekends or during school holidays) | 2 | <input type="checkbox"/> |
| - During the day or at special times  | 3 | <input type="checkbox"/> |
| - Doesn't know  | 9 | <input type="checkbox"/> |

The question is aimed at persons wishing to work, or work more, while reducing caring time, but do not do so, through lack of childcare services.

Try to mark code 1 or 2 wherever possible.

Mark code 3 **only** if the respondent doesn't know when he/she will need childcare services, **for example**, when he/she doesn't know what his/her working times will be in future.

**M10** applies to working persons aged 16 to 64 having at least one own/spouse's child living in the household and aged up to 14.

**Otherwise**, move on to the box above **M11**.

I am now going to ask you about care for yours or your spouse/partner's children in special cases, such as school holidays, when childcare services are closed or when the carer is on holiday.

**10. In these special cases, did you take days off or reduce the number of hours worked or made special arrangements at work over the last 12 months to care for the children?**

- |  |   |                          |
|--|---|--------------------------|
| - No   | 6 | <input type="checkbox"/> |
| - Yes, because of lack of alternative childcare services during the day (7 a.m. to 7 p.m.)   | 1 | <input type="checkbox"/> |
| - Yes, because of lack of alternative childcare services at special times (before 7 a.m., after 7 p.m., at weekends or during school holidays) | 2 | <input type="checkbox"/> |
| - Yes, because alternative childcare services are too expensive  | 3 | <input type="checkbox"/> |
| - Yes, because alternative childcare services are not of sufficient quality  | 4 | <input type="checkbox"/> |
| - Yes, always because of other reasons   | 5 | <input type="checkbox"/> |
| - Doesn't know   | 9 | <input type="checkbox"/> |

The question is aimed at all working persons aged 16 to 64 having at least one own/spouse's child living in the household and aged up to 14.

The following are regarded as childcare services, whether public or private:

- Crèches
- Day care centres
- Organised family care
- After school centres
- Specialised childminders or staff

*Alternative* in this question means the service replaces regular care arrangements (service, relatives, etc.), because by definition we assume that the usual childcare solution is unavailable due to closure, holidays, etc.

Select the code the best reflects the main problem.

If the respondent is unable to select a code among these four, mark the first applicable code appearing on the list.

Mark a code from 1 to 4 if the person has had difficulty with alternative childcare services at least once in the reference period.

Mark code 5 if the respondent has had no difficulty with alternative childcare services in the period.

Code 6 applies in the following special cases:

- The respondent is in work, but has not worked during these special periods in the last 12 months (**for example**, on maternity/paternity leave).

- There were no special periods in the last 12 months, for example, if the respondent has an only child who goes to a day centre that has stayed open uninterrupted during the last 12 months.

Questions **M11 to M13** apply to respondents under code 1 in M5 or M6 and taking care of friends/relatives aged 15 or more and in need of care.

**Otherwise**, move on to the box above **M14**.

**11. Is the main reason for not working (or not working more) linked with lack or unavailability of care services for friends/relatives aged 15 and above in need of care?**

- |                |   |                          |
|----------------|---|--------------------------|
| - Yes          | 1 | <input type="checkbox"/> |
| - No           | 6 | <input type="checkbox"/> |
| - Doesn't know | 9 | <input type="checkbox"/> |

Go to the box above M14

The question is aimed at respondents taking care of friends/relatives aged 15 or more and in need of care, but who wish to work (or work more) and reduce caring time.

The question aims to elicit the respondent's point of view on the fact of not working or not working more, and ascertain whether the main reason is linked to lack or unavailability of care services for dependents aged 15 or more.

The question refers to paid care services at home and/or institutions, including day centres.

Mark code 1 if at least one of the following applies:

- No care services exist
- Services exist in the area, but no places are available
- Care places are open, but do not cover all the time needed by the dependent, **for example**, during the day only, and not at night
- Services exist but are too expensive
- The available services are not of sufficient quality

**12. What is the main reason linked with lack or unavailability of care services for friends/relatives aged 15 and above in need of care, for not working (or not working more)?**

*Interviewer: If respondent gives more than one reason, select the first appearing on the list.*

- |   |   |                          |
|---|---|--------------------------|
| - Lack of care services                                 | 1 | <input type="checkbox"/> |
| - Care services are too expensive                       | 2 | <input type="checkbox"/> |
| - Available care services are not of sufficient quality | 3 | <input type="checkbox"/> |
| - Doesn't know  | 9 | <input type="checkbox"/> |

The question is aimed at persons who answered in the affirmative to M4 and wish to work, or work more, while reducing caring time, but do not do so, through lack or unavailability of care services for friends/relatives aged 15 or over and in need of care.

The question aims to establish the factors determining lack or unavailability of the services: cost, quality, absence, etc.

The question refers to paid care services at home and/or institutions, including day centres.

The question asks for the main reason, which should be interpreted as the present reason. **For example**, if a respondent stopped working 2 years ago due to lack of care services and, now, the cost of external care services is too high for the respondent or the person in need of care, mark code 2.

But if a combination of reasons comes into play, select the reason regarded as the main reason by the respondent.

If the respondent is unable to select a code, mark the first applicable code appearing on the list.

Mark code 1 if at least one of the following applies:

- No care services exist
- Services exist in the area, but no places are available
- Care places are open, but do not cover all the time needed by the dependent, **for example**, during the day only, and not at night

Mark code 2 if:

- The service is too expensive for the care-giver or for the person in need of care.
- The respondent expects his/her salary not to be high enough in comparison with the cost of the necessary care (salary may be higher than the cost of care, but not enough to prompt the respondent to seek work).

Mark code 3 if:

- Quality is inadequate in the view of the respondent or of the person in need of care. Lack of trust in the carer is treated as insufficient quality.

**13. When does there arise the lack of care services for friends/relatives aged 15 and above in need of care?**

*Interviewer: If respondent gives more than one time interval, select the first appearing on the list.*

- |   |   |                          |
|---|---|--------------------------|
| - During the day (7 a.m. to 7 p.m.), Monday to Friday         | 1 | <input type="checkbox"/> |
| - At special times (before 7 a.m., after 7 p.m., at weekends) | 2 | <input type="checkbox"/> |
| - During the day or at special times                          | 3 | <input type="checkbox"/> |
| - Doesn't know  | 9 | <input type="checkbox"/> |

The question is aimed at persons who answered in the affirmative to M4 and wish to work, or work more, while reducing caring time, but do not do so, through lack or unavailability of care services for friends/relatives aged 15 or over and in need of care.

Any of the following is treated as a lack of care services:

- Non-existent
- Services exist, but no places are available
- Service do not cover all the time needed, and would have to be extended

Try to mark code 1 or 2 wherever possible.

Mark code 3 **only** if the respondent doesn't know when he/she will need care services, **for example**, when he/she doesn't know what his/her working times will be in future.

Questions **M14 to M17** apply to working persons.

**Otherwise**, move on to the box above **M18**.

Now we shall discuss your work.

**14. Are you able to vary the start and/or end of the working day for family reasons for at least one hour?**

- |                      |   |                          |
|----------------------|---|--------------------------|
| - Generally possible | 1 | <input type="checkbox"/> |
| - Rarely possible    | 2 | <input type="checkbox"/> |
| - Not possible       | 3 | <input type="checkbox"/> |
| - Doesn't know       | 9 | <input type="checkbox"/> |

The question is aimed at working persons aged 16 to 64.

It aims to analyse the degree of flexibility offered at work in terms of reconciliation with family life, as a generally available or as an exceptional possibility.

Family reasons include care for children aged up to 14 and care for dependents aged 15 and above who are ill, disabled or elderly.

Hours taken off work are normally made up after the end or before the start of the working day, but need not be made up as working time – performance of the job in hand suffices for the purposes of this question.

Both formal and informal employment contracts are taken into account.

Mark code 1 if:

- The respondent is generally able, for family reasons, to start the working day later and/or end it earlier (provided this is not during a special period of urgent work).
- The respondent generally has flexible start and end times or the possibility of *working time banking*, i.e., building up a *credit* of working hours for later enjoyment as time off. Any of these alternatives can be used in the event of family contingencies.

Where the possibility is available only occasionally, mark code 2.

**15. Not using holidays and special leave, are you able to organise your working time in order to take whole days off for family reasons?**

- |                      |   |                          |
|----------------------|---|--------------------------|
| - Generally possible | 1 | <input type="checkbox"/> |
| - Rarely possible    | 2 | <input type="checkbox"/> |
| - Not possible       | 3 | <input type="checkbox"/> |
| - Doesn't know       | 9 | <input type="checkbox"/> |

The question is aimed at working persons aged 16 to 64.

It aims to analyse the degree of flexibility offered at work in terms of reconciliation with family life, as a generally available or as an exceptional possibility.

Family reasons include care for children aged up to 14 and care for dependents aged 15 and above who are ill, disabled or elderly.

*Organising working time* means the respondent can plan his/her working time so as to take whole days off work; **for example**, by putting in hours in advance or later on, swapping shifts, etc.

Holidays and special leave periods are not considered *days off* for these purposes.

Ways of organising working time include:

- *Time banking*, with the possibility of taking whole days off.
- Time discretionality allowing absence from work for a whole day without need of any specific agreement.

Whole days taken off work are normally made up in advance or later on, but need not be made up as working time or whole days – performance of the job in hand suffices for the purposes of this question.

Both formal and informal employment contracts are taken into account.

Mark code 1 if:

- The respondent is generally able to do so, for family reasons, (provided this is not during a special period of urgent work), even if there is a limit on the number of days that may be taken off in this way.
- The respondent may, in general terms, organise his/her working time to take whole days off, because he/she may do so, in particular, for family reasons.

If the respondent is only occasionally able to organise his/her working time to take whole days off, mark code 2.

**16. Not using holidays, have you taken time off work over the last 12 months for family sickness or emergencies?**

- |      |   |                          |
|------|---|--------------------------|
| - No | 3 | <input type="checkbox"/> |
|------|---|--------------------------|

- |  |   |                          |                         |
|--|---|--------------------------|-------------------------|
| - Yes, <i>special leave</i> days         | 1 | <input type="checkbox"/> | Go to the box above M18 |
| - Yes, other arrangements regularly used | 2 | <input type="checkbox"/> |                         |
| - Doesn't know                           | 9 | <input type="checkbox"/> |                         |

The question is aimed at persons taking care of relatives.

The question aims to identify the force majeure event contemplated in the Guidelines regarding maternity/paternity leave.

Time off for family sickness or emergency, whether of a few hours or whole days, includes:

- Sickness of children or relatives, including non-serious sickness, like a cold.
- Accident suffered by a child or relative.
- Other family emergencies; **for example**, sickness or emergency affecting a childminder, closed kindergarten (due to a flu epidemic, fire, etc.).

The question item almost always reflects unforeseen events, but can also cover foreseen events such, **for example**, in some cases of illness, a scheduled surgery operation on a family member.

The question does not contemplate illness or accident suffered by the respondent him/herself.

*Special leave* (code 1) not made up for before or after may be remunerated or otherwise. Special leave is often granted for illness of a child and other family problems, and there is sometimes a limit on the number of days that may be taken off in this way. Days off are sometimes granted only after case-by-case examination of the reasons for absence.

Code 1 therefore applies in the following cases:

- Days of leave for sickness in the family
- Discretionary days off for personal matters – known as *Moscoso* days among government employees – provided they are used for care of children or family members.
- Days of unpaid leave, provided they are used for care of children or family members.

Mark code 2 if the respondent can take time off without seeking special permission, **for example**, by using *working time banking*, or by personal agreements – made verbally or otherwise – between employee and employer in specific situations of illness or emergency. The agreement itself determines if the time off needs to be made up later. *Working time banking*, on the other hand, is clearly a system in which time is made up by working before or after the time off.

Mark code 3 in special cases not relevant to this context; **for example**, respondents taking paid or unpaid maternity/paternity leave in the last 12 months.

**17. Were those days remunerated?**

- |                |   |                          |
|----------------|---|--------------------------|
| - Yes          | 1 | <input type="checkbox"/> |
| - No           | 6 | <input type="checkbox"/> |
| - Doesn't know | 9 | <input type="checkbox"/> |

The question is aimed at working persons aged 16 to 64 who, in the last 12 months, have taken time off for family sickness or emergencies.

Mark code 1 if the days off were wholly or partly remunerated.

Mark code 2 only if none of the days off were at all remunerated.

The next block of questions is about parental leave.

Questions **M18 to M20** apply to persons aged 16 to 64 having an own child aged up to 6 living in the household, who are in work or, though now not working, were formerly in work.

**Otherwise**, move on to the **End of Module**.

**18. Have you taken parental leave over the last 12 months to take care of own children living in the household?**

- |                                     |   |                          |                     |
|-------------------------------------|---|--------------------------|---------------------|
| - No                                | 4 | <input type="checkbox"/> | Go to question M20. |
| - Yes, taken in one block full-time | 1 | <input type="checkbox"/> |                     |
| - Yes, taken part-time              | 2 | <input type="checkbox"/> |                     |
| - Yes, taken in another arrangement | 3 | <input type="checkbox"/> |                     |
| - Doesn't know                      | 9 | <input type="checkbox"/> | End of Module       |

The question is aimed at persons aged 16 to 64 having an own child aged up to 6 living in the household, who are in work or, though now not working, were formerly in work.

It seeks to analyse the proportions of leave taken for care of own children by men and women and the underlying arrangements of such leave.

For these purposes, parental leave includes both strict leave – in one block or in several – and part-time leave, commonly referred to as reduced working time for care of own children.

The criteria defining parental leave are:

- Suspension of employment contract on application from the employee
- Leave additional to maternity/paternity leave and devoted to childcare, thus excluding care for dependent adults.
- Available for both biological and adopted children. For leave, the age limit of the child is 3 years, and 6 years for reduced working time.
- Maximum duration of 3 years.
- Depending on the employer, leave may be taken full-time, in one or several blocks, part-time, by a time credit system, etc.
- An individual right for both parents, irrespective of sex. The right is thus non-transferable.
- Employers may postpone such leave on justified grounds.
- Grant of such leave requires at least one year's length of service with the employer.
- In the first year, employees are entitled to the job position being reserved for them; afterwards, the reservation refers to a job position in the same occupational group or category.

A person on leave for at least one day in the last 12 months, regardless of the type and duration of leave, always provided such leave was of a single type, must choose among options 1, 2 and 3.

Mark code 2 if the respondent is on leave from a part-time job. Nonetheless, bear in mind that not all part-time jobs relate to parental leave.

Code 3 applies in the following cases:

- Leave by parts, **for example**, during school holidays
- A time credit system, i.e., taking time or whole days off
- Three types of leave combined

### 19. Was parental leave remunerated?

- |                |   |                          |               |
|----------------|---|--------------------------|---------------|
| - Yes          | 1 | <input type="checkbox"/> | End of Module |
| - No           | 6 | <input type="checkbox"/> |               |
| - Doesn't know | 9 | <input type="checkbox"/> |               |

The question is aimed at persons aged 16 to 64 having an own child aged up to 6 living in the household, who did not respond in the negative to question M18.

Regardless of whether remuneration comes from the state or a private employer, leave is treated as remunerated in the following cases:

- Partly remunerated leave with respect to pay for the last 12 months.
- Only a part of the leave period in the last 12 months was remunerated.

The Module ends here for respondents answering this question.

**20. What is the main reason for not taking parental leave for own children living in the household over the last 12 months?**

- |   |   |                          |
|---|---|--------------------------|
| - Had no legal right to take parental leave                     | 1 | <input type="checkbox"/> |
| - No remuneration or too low                                    | 2 | <input type="checkbox"/> |
| - Not enough flexibility in choice of the parental leave period | 3 | <input type="checkbox"/> |
| - Negative effects on social security                           | 4 | <input type="checkbox"/> |
| - Negative effects on employer's perception of respondent       | 5 | <input type="checkbox"/> |
| - Preference for work for other reasons than the above          | 6 | <input type="checkbox"/> |
| - Other reason  | 7 | <input type="checkbox"/> |
| - Doesn't know  | 9 | <input type="checkbox"/> |

The question is aimed at persons aged 16 to 64 having an own child aged up to 6 living in the household, who answered in the negative to question M18.

It aims to elicit the main reason why respondents who were in a position to seek parental leave over the last 12 months did not do so.

The question must capture the respondent's own reason for not taking leave; the fact that his/her spouse/partner is still on maternity/paternity leave will not be treated as a valid reason.

In general, mark code 1 if conditions are not met for applying for leave.

- The child is too old to need care.
- The respondent already used his/her entire leave entitlement prior to the last 12 months.
- In the past 12 months the respondent was on maternity/paternity leave, preventing him/her from seeking further leave.

If the person is unaware whether or not he/she is entitled to leave, mark code 9.

Mark code 3 if the respondent cannot choose the months of leave, or if the job is part-time.